

Covering Letter

To,

The Project Director

Date: 20th December -22

WB Project Director Sindh - Karachi-Pakistan

Subject: APPLICANT FOR THE POST: Assistant Director specialist & Legal-KARACHI

Respected sir / Madam,

I would like to inform you that I have been applied for this job mentioned is above through your proper channel via online job application form submitted at careers section websites.

Actually, I am applying from many times approximately two years. For different job opportunity but unfortunately I did not shortlisted for any job. I want to be a make part of WB Project Sindh It's my personal desire for work with WB Project Sindh team and Its proud for me so please give me one chance I hope I will successful your all requirement and goals.

I have been completed Master in Business Administration (MBA) in Human Resource Management degree from University of Wales Trinity saint David London United Kingdom one of the leading Universities in UK. as well Postgraduate in Strategic Leadership Business Managements From Cecos London College London - UK , M.A Social Science from Shah Abdul Latif University Khairpur Sindh Pakistan , Bachelor of Commerce B.COM from Shah Abdul Latif University of Khairpur sindh Pakistan .Pakistan.

I have a rich experience in the Senior Management and HR, Administrative, Admin Manager in addition having the ability to work in pressure environment with a passion to prove my worth with honesty and hard work.

I can start as soon as possible if my application has been considered positively for any relevant job and can prove me as an asset for any organization.

Qualification is below

MBA Degree in HR / University of Wales Trinity Saint David London –UK
Ø Postgraduate Diploma in Strategic Leadership Business Management. Cecos London College
Ø M.A Sociology Shah Abdul Latif University Khairpur -Pakistan
Ø Bachelor of Commerce B.com Shah Abdul Latif University Khairpur -Pakistan
Ø Intermediate in Commerce Govt Islamia Commerce College Sukkur -Pakistan
Ø Matriculation Govt Alfalah Hogh School Sukkur-Pakistan
Ø Diploma Information Technology. Technocrat Computer college sindh Technical Board Karachi

Work Experience is below

1-Senior Operations Manager October 2014 to Nov-2022

Rehbar Associates Karachi Pakistan

2-HR Executive Assistant. Nov 2009 to Feb 2011

Chun on Services & Shipping Agent, Clearing, Forwarding Karachi Pakistan

3-Administrative Assistant July 2008 to Sep 2009

PAIMAN (NGO's) Project (PAVHNA) Sukkur

Pakistan Initiative for Mothers and New borns

United Nation (USAID)

Thanks and regards.

SHAFIQ UR REHMAN SHAIKH.

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Taimuria Police Station Karachi

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Behind Taimuria police station Karachi Pakistan

Mobile s: 0345- 3887707 # 0316-2778280

Email: Shafiqayuob84@gmail.com Shafiqayuob@hotmail.com



SHAFIQ UR REHMAN SHAIKH

To obtain a career-oriented position that utilizes my leadership, interpersonal communication, planning skills and provides opportunity for growth. Looking for an organization that can provide me with challenging and simulating job and opportunity to expand and apply my knowledge as to achieve the organizational goals.

October -2014 to
Nov -2022

Senior Operations Manager

Rehbar Associates Financial Consultant firm Karachi

Major Responsibilities Include

Provide inspired leadership for the organization.
Make important policy, planning, and strategy decisions.
Develop, implement and review operational policies and procedures.
Identify and address problems and opportunities for the company. Build alliances and partnerships with other organization

Nov-2009 to Feb-
2011

HR Executive Assistant

Chun on Services & Shipping Agent, Clearing, Forwarding Karachi Pakistan

Major responsibilities include:

Operation of Human Resources Department,
Reporting, Risk analysis,
Project planning, tracking
Employment law - working conditions, disciplinary and grievance procedures, equal opportunities, redundancies, paternity pay and maternity rights
Recruitment - hiring staff, producing job descriptions, placing adverts, working with recruitment consultancies, organizing interviews and running assessment
Documentation - writing staff handbooks, contracts, staff memos, and issuing written offers of employment, promotion etc.
Staff welfare - providing counseling facilities and sports and social activities for staff.

July 2008, Sep, 30
2009

Administrative Assistant

PAIMAN (NGO's) Project (PAVHNA) Sukkur
Pakistan Initiative for Mothers and New borns
United Nation (USAID).

Major responsibilities include:

Daily activity attendance sheet, Weekly report, Monthly report,
Weekly work plan, Official record keeping
In ward & out ward file
Recorded the Minutes of Meeting of the all Meeting in door & out door
Co-ordinate and assist in the formation of community groups
Co-ordinate and conduct group meetings for the promotion of BCC messages.
Document fed backs, stories, and lesson learn for regular reports.
Assist and promote the organization through networking and advocacy with other
partner NGO's, Local District Government Donors and other stakeholders
Represent the organization on various forums as and when required.
Perform any other task assigned by the Director Programmers, Project Director

Education

Master of Business Administration (M.B.A in HRM)
University of Wales Trinity Saint David, London -England, UK -2014

Post Graduate in Business Management and Leadership
Cecos London College- 2012-England-UK

M.A Social Science (Sociology -2008 2010)
Shah Abdul Latif University Khairpur Sindh Pakistan

Bachelor of Commerce -B.com 2006 -2008 2nd Division
Shah Abdul Latif University Khairpur Sindh Pakistan.

Computer Literacy

Diploma Information Technology D.I.T 2005 -2006
Sindh Technical Board Education Karachi. (Technocrat Computer College)
Office Automation and Internet.
MS-Word
MS-Excel
Window Xp

Personal Bio Data

PERSONAL DETAILS

Father Name	:	Muhammad Ayoub Pasha
Date of birth	:	20-03-1984
CNIC NO	:	45504-7109089-7
Nationality	:	Pakistani
Gender	:	Male
Domicile	:	Sindh (Urban)

Hobbies

Reading English Articles, Books, Dressing, Swimming and Watching TV

Language

English-Urdu-Sindhi-Punjabi